



CITY OF GILLETTE
BUILDING INSPECTION DIVISION
201 E. Fifth Street, 2nd Floor
Gillette, WY 82716
Telephone: (307) 686-5260
www.gillettewy.gov

INSTRUCTIONS FOR COMPLETING THE CITY OF GILLETTE CONTRACTOR LICENSE APPLICATION (RENEWAL)

The City of Gillette has adopted the 2015 IRC, IBC, IFC, IMC, IPC and the IFG Codes. Please refer to City Code at www.gillettewy.gov > City Government > Current City Code > Chapter 5 "Buildings" for specifics.

Please read each section carefully. Failure to provide required documents will result in the application being returned to you. These documents are a part of the application and should be attached and submitted with the application. **The Application and Required Documents must be in the same business name.**

APPLICATION IS "RENEWAL" IF:

- Applicant is presently licensed with the City and the license to be renewed is in good standing.
- Completed application must be received by Building Inspection within the 30-day grace period to be considered a Renewal.
- Completed applications received within the grace period, but after the corresponding submittal deadline, will **not** keep your license from lapsing.

APPLICATION IS "NEW" IF:

- Applicant has not previously been licensed with the City.
- Applicant was licensed with the City of Gillette for the class of license applying for, however, such **license has expired and the 30-day grace period has lapsed or will lapse prior** to the completed application being received by Building Inspection.
- Applicant wishes to upgrade from Class C license(s) to a Class A, B or R license, from a Class R to a Class A or B license, or from a Class B to a Class A license.
- Applicant wishes to apply for an additional license.
- Applicant has a Class D and/or Class F license and wishes to add a Class A, B, R or C license or another type of Class D or Class F license.

Wyoming Corporate Registration - State of Wyoming Law – Registration is required for Wyoming and out-of-state contractors. **Good Standing:** (<http://wyobiz.wy.gov/>) the printout shall indicate a status of "active" and a standing of "good." If it does not, contact the Wyoming Secretary of State's office at **(307) 777-7311**. **This is required annually.**

Workers' Compensation - Unemployment Insurance - State of Wyoming Law - Wyoming is a monopolistic state. Workers' compensation and unemployment insurance are required by law and are administrated by the State. Compliance with these Wyoming State Laws is verified by the City during the license application process.

ALL CONTRACTORS MUST BE REGISTERED with Wyoming Worker's Compensation. Please contact Wyoming Worker's Compensation Division at **(307) 777-6763**. For unemployment insurance requirements contact the Wyoming Unemployment Tax Division at **(307) 235-3217**, or **(307) 235-3673**. To request letters of good standing, please use this link: coqs.state.wy.us

Certificate of Liability Insurance - **Coverage:** Applicant shall submit a Certificate of General Liability Insurance showing applicant has current liability insurance meeting the following minimum requirements (per occurrence/total aggregate) and indicate coverage for the Class of License(s) the applicant wishes to hold: Class A Contractor (\$1,000,000/\$2,000,000) - Class B and Class R Contractors (\$500,000/\$1,000,000) - Class C, Class D, and Class F Contractors (\$300,000/\$600,000). The Certificate Holder shall be identified as: Building Inspection Division, City of Gillette, 201 E. Fifth St., Gillette, WY 82716, Fax: (307) 685-8897. The name of the Insured shall match the name of the applicant. **Insurance shall be in force for the term of the license. If the Certificate of Insurance on file with Building Inspection expires during the term of the license, the license is immediately suspended. No inspections, permits, or Certificates of Occupancy will be issued until the insurance is provided. The license will be reinstated upon receipt of the Certificate of Insurance.**

Surety/License & Permit Bond - **Coverage:** The **ORIGINAL** Continuation Bond (signed, if applicable) is required in the amount of Five Thousand Dollars (\$5,000.00). **Names:** The Obligee shall read: City of Gillette, 201 E. Fifth St., Gillette, WY 82716. The name of the Principal shall match the name of the Contractor's Business name/applicant. **Term:** Applicant shall maintain the required bond for the term of the license. **If the Bond/Continuation Certificate on file with Building Inspection expires during the term of the license, the license is immediately suspended. No inspections, permits or Certificates of Occupancy will be issued until the bond is provided. The license will be reinstated upon receipt of the Continuation Certificate by Building Inspection.**

Certificate of Insurance – **ATTACHED** or [] Certificate of Insurance on file is active.

Surety/License & Permit Bond – **ATTACHED** or [] Original Bond/Continuation Certificate on file is active.

Electrical License – State of Wyoming – **ATTACHED**

Application Renewal Fees – ATTACHED

Class A - General Contractor	\$500	Class D - Vocational Contractor	\$ 50
Class B - General Contractor	\$300	Class F - Fire Suppression Contractor	\$ 75
Class R - General Contractor	\$150	Class C - Specialty Contractor	\$ 75

Submittal Deadline - Applications are submitted to the Building Inspection Division for processing. **Incomplete applications will be returned to the applicant.** Completed applications received by 5:00 PM on the Monday (Tuesday if Monday is a holiday) before the Board's monthly meeting, will go before the Board for approval at that month's meeting. **Applications received after the deadline listed below will be processed for approval at the next BOE meeting.**

DEADLINE	FOR BOE MEETING ON	DEADLINE	FOR BOE MEETING ON
January 2, 2018	January 9, 2018	July 2, 2018	July 10, 2018
February 5, 2018	February 13, 2018	August 6, 2018	August 14, 2018
March 5, 2018	March 13, 2018	September 4, 2018	September 11, 2018
April 2, 2018	April 10, 2018	October 1, 2018	October 9, 2018
April 30, 2018	May 8, 2018	November 5, 2018	November 13, 2018
June 4, 2018	June 12, 2018	December 3, 2018	December 11, 2018

ADMINISTRATIVE USE ONLY	
Board of Examiners Action	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
at ____/____/____ meeting	
License #	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>



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CONTRACTOR LICENSE APPLICATION – (RENEWAL)

Please complete each field - insert N/A if not applicable. See instructions for details and additional information.

DATE OF APPLICATION: ____/____/____

APPLICANT CONTACT INFORMATION

Please remember to contact Building Inspection in writing with any address changes during the year.

Business Name: _____

Mailing Address: _____ City _____ State _____ Zip Code _____

Office Telephone: _____ Fax Number: _____

Master of Record: _____ Phone Number: _____

Contact Person's email: _____

CLASS OF LICENSE (Select one): **Please note that a separate application is required for each license applied for.**

Class D Vocational Contractors

- ☐ Electrical
- ☐ Gas Pipefitter
- ☐ HVAC Mechanical
- ☐ Plumbing

Class F Fire Suppression Contractors

- ☐ Chemical Fire Suppression
- ☐ Fire Alarm
- ☐ Sprinkler (Fire/Standpipe)

Building Contractors** (General Contractors)

- ☐ Class A-General Contractor
- ☐ Class B-Building Contractor
- ☐ Class R-Residential Contractor

****May not perform Class D, Class F, Class C Water & Sewer or Class C Electrical category work without holding the appropriate license.**

***May perform all Class C categories except Class C Water & Sewer or Class C Electrical.**

Class C Specialty Contractors (Sub-Contractors)

- ☐ Concrete - Structural (Type 1)
- ☐ Concrete – Non-Structural (Type 2)
- ☐ Drywall & Plaster
- ☐ Elevator
- ☐ Excavation, Grading, Snow Removal & Demolition
- ☐ Framing – Stick Built Structure
- ☐ Insulation
- ☐ Landscaping, Sprinkler Systems, Tree Trimming & Fencing
- ☐ Limited Technician
- ☐ Low Voltage Technician
- ☐ Manufactured Housing (Type 1)
- ☐ Masonry – Structural (Type 1)
- ☐ Masonry – Veneer (Type 2)
- ☐ Roofing - General
- ☐ Roofing - Shingle
- ☐ Signage
- ☐ Trim Carpentry, Painting & Flooring
- ☐ Water & Sewer Pipe Layer
- ☐ Windows, Siding, Gutters & Garage Doors
- ☐ Miscellaneous (specify): _____

WYOMING CORPORATE REGISTRATION - Not applicable for sole proprietorships and general partnerships.

TYPE OF BUSINESS ENTITY

- ☐ Corporation
☐ Limited Liability Company
☐ Limited Partnership
☐ General Partnership
☐ Sole Proprietorship
☐ Other _____

LIST THE NAME AND TITLE OF EVERY OWNER

(Officer, member, partner, sole proprietor, etc.)

EMPLOYEES - Employees that are or will be working in the City limits:

- ☐ No, applicant does not have employees.
☐ Yes, applicant has employees from ☐ Wyoming ☐ Out-of-State

WORKERS' COMPENSATION - Letter of Good Standing

Requested from State of Wyoming - Date of Request ____/____/____

UNEMPLOYMENT INSURANCE - Letter of Good Standing

Requested from State of Wyoming - Date of request ____/____/____

STATUS QUESTIONS

Please answer each of the following questions. When responding to Questions #1 through #5, if answer is "Yes" to any of these questions, **attach copies of relevant paperwork, including court documents, bankruptcy paperwork, if applicable.**

		YES	NO
1.	Has Owner or Master of Record, or any individual employed, had a contractor license or vocational license denied, fined, suspended, or revoked in the past year?		
2.	Are there any liens, lawsuits, or judgments of record pending against Owner or Master of Record in the past year (relating to business activities within the scope of this license application)?		
3.	Is Owner or Master of Record currently in bankruptcy proceedings or operating under a Court supervised reorganization plan as a debtor in possession within the past year?		
4.	Has any officer, partner, member, owner or Master of Record been convicted of a felony (related to forgery, embezzlement, obtaining money under false pretenses, larceny, or extortion) within the past year?		
5.	Has Owner or Master of Record failed to complete a project in the past year?		

Continue on next page

AFFIDAVIT OF APPLICANT

The following Affidavit of Applicant shall be completed by the owner (officer, member, partner, or sole proprietor).

I, (print name), _____, (print title) _____, the undersigned, being duly sworn, certify the statements made in this application are true. I acknowledge that any false, deceptive, or fraudulent statements made in this application, or at a hearing on the same, will result in the denial of license with the City of Gillette and may subject me to charges of false swearing or perjury.

Signature of Applicant Date: _____

STATE OF _____)
COUNTY OF _____) ss.

On this _____ day of _____, 20____, the above and foregoing was subscribed and sworn to before me by _____, whom I know personally, or whose identity was proven to me, on the basis of satisfactory evidence.

Witness my hand and official seal.

My commission expires: _____ Notary Public

MASTER OF RECORD

I, (print name) _____ am the Master of Record for (business name) _____. **(If No Master/Test required for the class of license, the information should be completed with the name of the main contact person for the business.)**

Please read the following statements, initial each, indicating you have read, understand, acknowledge and certify to the content:

- _____ I am either an owner or full-time employee of the applicant.
- _____ I will be on each job site on a regular basis to inspect and supervise the work undertaken by the applicant.
- _____ I acknowledge that I may be the Master of Record for only one entity.
- _____ I acknowledge that I may be the Master of Record for multiple licenses held by one entity.
- _____ In the event of my resignation from the capacity of Master of Record, I will provide written notice to Building Inspection. Notice shall include my name, the name of the entity, the capacity in which I am serving, and an effective date of my resignation.

Signature of Master of Record Date: _____

STATE OF _____)
COUNTY OF _____) ss.

On this _____ day of _____, 20____, the above and foregoing was subscribed and sworn to before me by _____, whom I know personally, or whose identity was proven to me, on the basis of satisfactory evidence.

Witness my hand and official seal.

My commission expires: _____ Notary Public